



# **VIETNAM VETERANS ASSOCIATION OF AUSTRALIA**

## **VICTORIAN BRANCH (INCORPORATED)**

### **ADMINISTRATION INSTRUCTION NUMBER 5**

### **PLANNING FOR STATE COUNCIL MEETINGS**

#### **Introduction**

1. The aim of this AI is to provide details of the essential requirements that need to be considered when planning a State Council meeting.
2. At each State Congress (State Annual General Meeting) Sub-Branches nominate to host each of the quarterly State Council meetings planned for the following year.
3. As there are numerous tasks to be undertaken when hosting these meetings, and some tasks arise because of the locality and Sub-Branch requirements, no definitive planning document can be provided to cover all aspects of these meetings.

#### **Detail**

##### **Agenda**

4. The State Secretary will distribute the agenda for the State Council Meeting approximately four weeks prior to the meeting date.

##### **Preparation of Meeting Materials**

5. Where possible, any reports (various committee reports etc) to be considered at the meeting will be distributed prior to the meeting. Regardless however, copies will be made available on the day.

##### **Host Sub-Branch**

6. The delegate who offers their Sub-Branch as a host for a State Council meeting must ensure that the Sub-Branch Committee has given prior approval and offered full support prior to making that commitment.
7. In the case of a State Council meeting being held in a country area, a Sub-Branch may volunteer to sponsor the meeting in conjunction with the State Branch. Again, the delegate should ensure that Sub-Branch approval has been obtained before making that commitment.

##### **Accommodation**

8. The host Sub-Branch will forward a list of available motels, hotels and bed/breakfast establishments with prices shown to each Sub-Branch and to the State Executive at least six weeks prior to the meeting. The list should also include a copy of a local map with the accommodation highlighted in relation to the meeting venue.

### **Type of Venue**

9. There is no preference for a specific type of venue. The real need is to provide a comfortable environment for the conduct of the State Council Meeting.

### **Venue Availability**

10. The venue must be available from 8 am to 5 pm on the Saturday of the State Council Meeting.
11. If the venue is not available for this time period, it would be appropriate to seek another suitable venue or alternatively advise the State Secretary of the issues.

### **Seating**

12. The venue must be capable of providing seating plus a table or desk each for
  - a. 12 State Executive members and 52 delegates/observers (one delegate and observer from each Sub-Branch) with a bench type or other desk/table in front of each person.
  - b. Seating for additional Sub-Branch observers. There may be additional observers attending the meeting. The numbers are not certain however, an additional 20 chairs with no table would be appropriate.
13. Ideally, the seating should be arranged in a rectangle with seating provided for the 12 State Executive and 52 Sub-Branch members.

### **Power**

14. Power should be available at the Executive table for the PA system and any other electrical/electronic equipment necessary for the meeting.

### **Tea Coffee and Lunch**

15. Tea and coffee will be required throughout the day, especially for the morning and afternoon break. Water should also be made available on all tables throughout the day.
16. The host Sub-Branch will be required to provide luncheon. If this imposes an unreasonable cost on the host Sub-Branch, a fund-raising activity should be conducted.

### **Flags**

17. The Australian flag, Association and other flags, and the Association banner should be placed in an orderly manner behind the Executive table.

### **Functions**

18. Because of the differing times of arrival of delegates there is no need to organise a function for the Friday evening; however, a suitable hotel or club could be named as a meeting place for those wishing to enjoy the camaraderie.
19. A function is normally arranged for the Saturday night on a pay as you go basis. Cost of such functions should be considered.
20. A number of delegates bring their wives or partners to the quarterly meetings and some Sub-Branched provide entertainment for them in the form of bus tours or visits to markets. Although this is very considerate there is no obligation to provide this service and it is a matter for the host Sub-Branch to decide.

### **Photocopying Facility**

21. Often documents are presented which need to be distributed immediately to delegates. Accordingly, photocopier access should be available prior to and during the meeting if possible.

**Other Issues**

22. Other issues may arise during the course of the meeting. The host Sub-Branch will not be responsible for any unplanned issues but any assistance that could be given would be appreciated.

**Conclusion**

23. It is important that the State Council meeting proceeds as smoothly as possible. Host Sub-Branched are requested to meet the essential; requirements of these AI's.